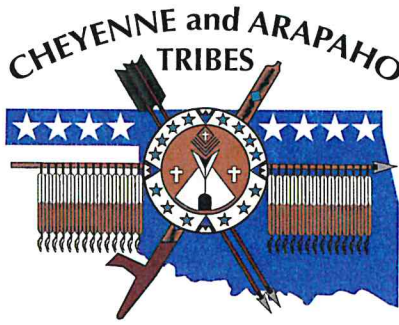


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\*Vacancy Announcement\*\*\*

**Job Title:** Transportation / Maintenance Worker  
**Reports to:** Transportation/Maintenance Coordinator, Center Supervisor, Family & Community Partnership/Transportation/Maintenance Manager, Assistant Director, Director  
**FLSA Status:** Non-exempt  
**Employment Status:** Full Time  
**Location:** Canton, OK  
**Revised:** January 5, 2022 Until Filled

All staff work toward this overall program goal. To assist each child in developing to his/her potential and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

#### GENERAL OBJECTIVE:

**Bus Driver/Transportation Worker:** Serves as a bus driver for the program. Works with Transportation/Maintenance Coordinator and Family Community Partnership Manager to ensure minor maintenance of the buses is complete, ensuring they are kept clean and in safe repair at all times; ensuring licenses, inspections and other required permits are maintained to comply with all local, state and federal regulations; arranging for vehicle maintenance to be completed by FCP Manager.

**Maintenance Worker:** Responsible for the general maintenance and repairs of the Head Start buses, buildings and grounds, including the safety and sanitation of the environment; assures that the Head Start facility and grounds comply with Head Start Performance Standards as they relate to health and safety.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- **Mandatory reporter of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No tolerance.**
- **In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe's Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- **Maintains current CDL licensure, CPR certification, and Basic First Aid certification.**
- **The primary duties of this position include the daily transport of children to and from the Head Start center, and maintaining a healthy and safe environment for children and staff.**

#### BUS DRIVER/TRANSPORTATION WORKER

##### Bus Driver Duties and Responsibilities

- Safely transports children daily to and from the center, and on planned field trips and activities.

- Complies with local and out-of-town traffic regulations, reports delays and accidents.
- Regulates heating and ventilating systems for comfort.
- Inspects bus and checks gas, oil and water before departure.
- Reports needed repairs; assures maintenance occurs to keep bus operating safely with proper working instruments.
- Attends training for CDL renewal.
- Completes all inspection reports, assures timeliness and accuracy.
- Maintains log and accurate count of children riding the bus.
- Ensures that bus monitors have checked the bus for occupancy and disembarking of children upon arrival at the center and at all proper bus stops.
- Ensures proper use of child safety restraints by children.

### **Transportation Administration and Coordination**

- Participates in establishing safe and efficient bus routes.
- Completes CPR and Basic First Aid training, and other courses and workshops necessary for school bus safety; maintains all certifications.
- Follows Transportation job description when driving Head Start buses.

### **Transportation Maintenance and Recordkeeping**

- Maintains a system of monitoring the safety and cleanliness of Head Start buses.
- Knows and follows the necessary protocols for transporting children with special needs.
- Communicates with Transportation Maintenance Coordinator regarding bus repair and maintenance needs for each bus and completes required paperwork for bus maintenance and program requirements.
- Maintains gas receipts and submits these to the Administrative Assistant/Data Entry Clerk for payment of fuel vendor(s).

### **Transportation Services**

- Knows routes, location of stops, and which children should board or exit at each.
- Is familiar with Department of Transportation (DOT) regulations, Commercial Driver's License (CDL) rules and other local transportation regulations as applicable.
- Understands Head Start Transportation Performance Standards, and specific local, state and federal transportation regulations.
- Assures that all busses are equipped with the appropriate safety equipment including a charged fire extinguisher, seat belt cutters and up-to-date First Aid kits.
- Works with Family Services Coordinator to assure all buses have emergency contact information for every Head Start child.

## **MAINTENANCE WORKER**

### **General Duties:**

- Makes safety checks of the facility and grounds on a daily basis and submits work write-ups on major problems.
- Maintains a safe and clean environment
  - raking, removing weeds, snow, leaves, etc.
- Establishes or adjusts work procedures to meet daily schedules.
- Responsible for maintaining building and gate keys.
- Performs janitorial services when necessary for all areas of the facility.
  - Empties trash from classrooms and offices; empties garbage containers.



- Attends meetings and participates in staff trainings when necessary.

### **Facilities Cleaning Responsibilities:**

- Works as custodian with the daily cleaning of classrooms, bathrooms, offices, and other areas of the building. Assists with:
  - Sweeping, mopping, and vacuuming classrooms daily
  - Sweeps and mops bathrooms' daily
  - Assists in taking supplies and materials to classrooms
  - Monitors classrooms daily for:
    - Paper towels
    - Toilet paper
    - Hand soap
    - Dish soap
    - Disinfectant/bleach
    - First aid supplies

### **Playground Responsibilities:**

- Inspects playground daily for hazards to children; removes hazards.
- Maintains playground to keep it free from weeds and litter; contacts and arranges with other tribal programs for weed removal and trash pick-up when necessary.
- Wipes and disinfects all playground equipment daily, and as needed.
- Checks all playground connections weekly; tightens screws, bolts, etc. for safety of children.
- Rakes playground woodchips weekly.
- Sweeps walkways daily.
- Removes snow from playground canopies.
- Removes snow from walkways leading into the Head Start buildings.

### **Policies and Procedures:**

- Follows rules and regulations as set forth by the Tribal Council in Tribal Personnel Policies and Procedures.
- Adheres to Head Start Performance Standards, and follows Head Start Staff Policies and Procedures.
- Follows rules and regulations as set forth by the Tribal Council, in conjunction with Tribal Personnel Policies and Procedures Manual

### **Program Participation and Team Member:**

- Arrives at work on time, punctually attends and actively participates in all program activities to include component and staffing team meetings, all staff meetings, overnight retreats and training.
- Required to be a respectful, cooperative, and reliable team member and participant in program activities.
- Projects a professional work image, both in dress and manner.

### **Confidentiality**

- Required to respect the confidentiality of information about enrolled children and families, personnel issues and other program operations as appropriate.

### **Training**

- In consultation with Supervisor, develops own professional work goals and training plan. Participates in training as required.

## **Qualifications**

- Must have a valid OK Driver's license and be willing to obtain a CDL and Bus Driver's Certificate within 90 days of hire.
- Must be in good physical health which allows lifting and moving.
- Ability to work independently.
- Knowledge of Head Start is desirable
- A high school diploma or GED.
- Must be familiar with federal, regional, state, and local tribal regulations as they apply to the specific area of program operations.

## **Other Requirements**

- Ability to understand and practice warmth, genuineness, and empathy in work with staff, parents, parents and community.
- Demonstrated leadership ability in areas of planning, organization, and communication.
- Ability to function effectively in cross cultural situations.
- Valid CDL license with bus drivers license
- Obtain and hold current CPR and First Aid certifications
- Maintain compliance with Criminal History Registry.
- Random Drug Testing.
- Fully vaccinated for COVID-19.
- Be a positive role model.
- Cheyenne and Arapaho Preference.

**Physical Qualifications:** Ability to manage physically active children, ages 3-5 within a weight range up to 60 pounds, including lifting, restraining, guiding, pursuing, withstanding sudden movements.

I have read the above job description. I understand and will fulfill my responsibilities to the best of my ability.

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Signature

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Date



**Cheyenne & Arapaho Tribes of Oklahoma  
Head Start Program**

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandapaho-nsn.gov](mailto:atisdale@cheyenneandapaho-nsn.gov)

*Office (405) 422-7498*

*Fax (405) 422-8222*

*Toll Free 1 (800) 247-4612 ext. 27498*



To view all our current vacancy announcements, please visit our website at: [www.cheyenneandapaho-nsn.gov](http://www.cheyenneandapaho-nsn.gov)